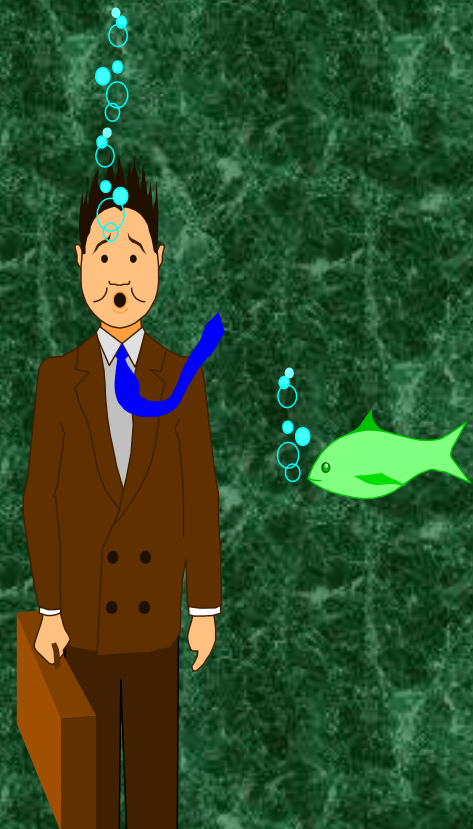


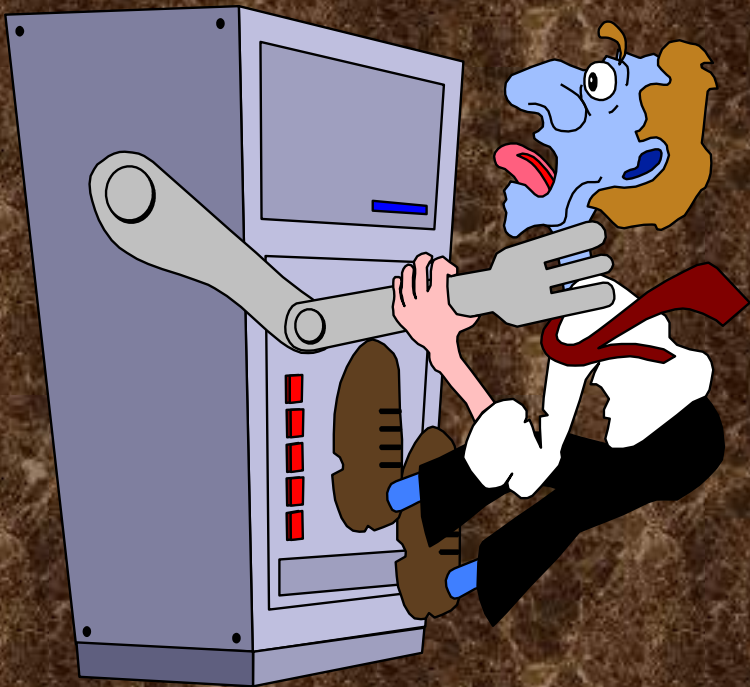
TRADOC REQUIRED EEO REPORTS

- ☺ **TRADOC Quarterly Report**
- ☺ **End Strength Report**
- ☺ **Complaint Processing Statistics**
- ☺ **Federal EEO Statistical Report of Discrimination Complaints (462 Report)**



As of 24 May 2000

TRADOC QUARTERLY REPORT



- **Quarterly**
- **Due TRADOC NLT 5th working day of January, April, July, and October**
- **Data used to complete End Strength Report, Complaint Processing Statistics Report, and various other requirements**

Required Quarterly EEO Information

Installation/UIC: _____ POC: _____

Personnel: # Required _____ # Authorized _____ # On-Board _____

Series: #260 _____ #318 _____ #361 _____ Other _____

*Total Serviced: _____ Army: AF _____; NAF _____

Non-Army (DOD): AF _____; NAF _____

*Need only where you service for EEO purposes



Collateral Duty (Counselors): _____ Collateral Duty (Other): _____

Quarter Ending _____

Revised
as of
24 May 2000

Required Quarterly EEO Information Complaint Statistics

1 -- # of reportable counselor contacts during the quarter:

TRADOC_____ Tenant Units_____

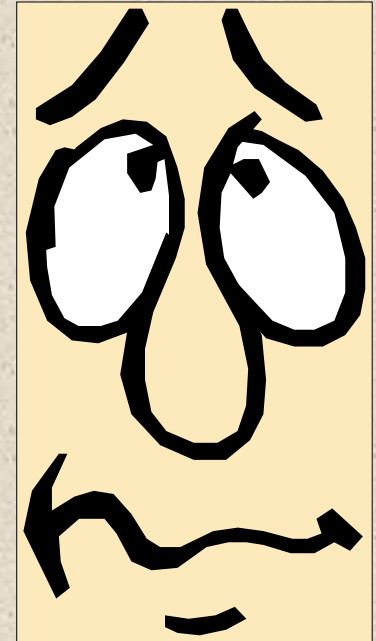
2 -- # of workload contacts (total) during the quarter_____

3 -- # of formal complaints filed during the quarter:

TRADOC_____ Tenant Units_____

**Required Quarterly EEO
Information
Miscellaneous Information**

**Informal complaint resolution rate
(%): _____**



**Work Force Profile: provide #'s and percentages for
any under-
representation (consolidate minorities) for grades
GS 13-15
comparing with NCLF (Admin)**

**Required Quarterly EEO
Information
What's Happening!**

Updated Program Information

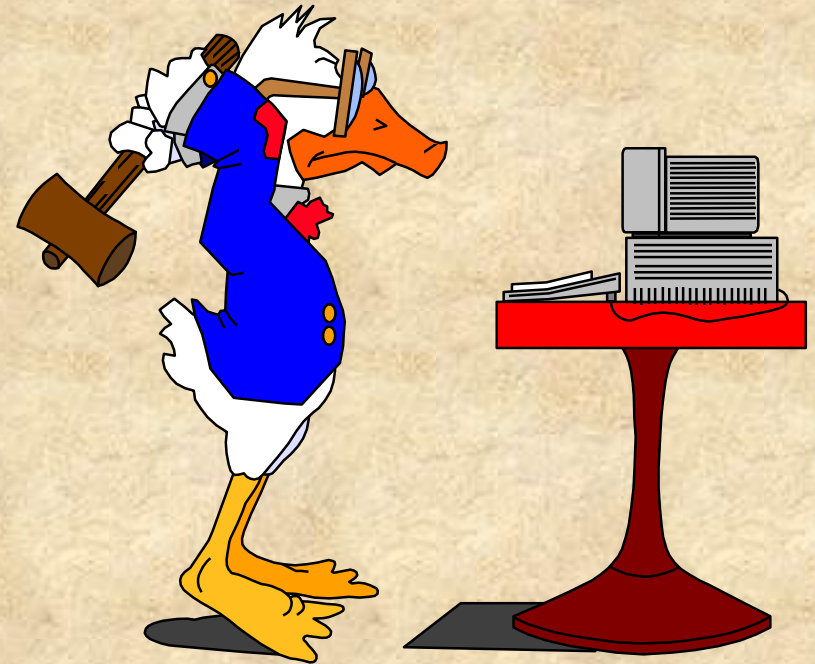
END-STRENGTH REPORT

- **Semi-annually**
- **Data taken from quarterly report**
- **Due TRADOC NLT 5th working day of January, April, July, and October**

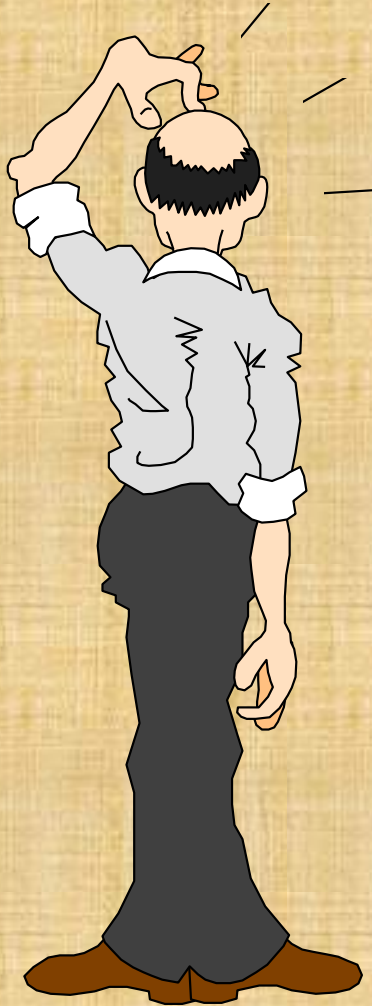


COMPLAINT PROCESSING STATISTICS

- ☞ **Quarterly**
- ☐ **Data taken from quarterly report**
- ☐ **# Reportable counselor contacts**
- ☐ **# Workload contacts**
- ☐ **# Formal complaints**



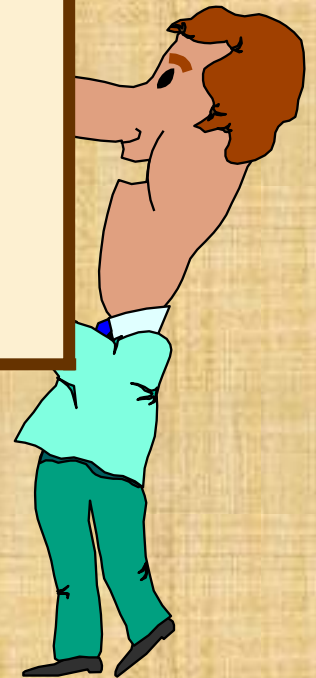
REPORTABLE COUNSELOR CONTACTS



- ▶ **Within Purview of Title VII**
- ▶ **Counseling Initiated**
- ▶ **Input to CATS**
- ▶ **Reported to EEOC**

WORKLOAD CONTACTS

- ▶ **Issue(s) not covered under Title VII**
- ▶ **Assist employee with concern(s)**
- ▶ **Not input to CATS**
- ▶ **Not reported to EEOC**



FEDERAL EEO STATISTICAL REPORT OF DISCRIMINATION COMPLAINTS

- **Annual 462 Report**
- **Due TRADOC NLT 10 October**
- **Waiting on update from EEOC**



HIGHLIGHTS OF 462 REPORTING REQUIREMENTS

- ▮ Provide for **TRADOC employees only**
- ▮ Complaint numbers **MUST** match what is provided quarterly
- ▮ Previous year total (Part II 6) is used to begin report for new year (Part II 1)
- ▮ Numbers within report must match. In particular, insure Part II 5 matches Part VI B & Part II 6 matches Part VIII 1.
- ▮ Insure you include all SEP members in your program resources

INFORMAL COMPLAINT RESOLUTION RATE FORMULA

Subtract the total number of formal complaints filed during the reporting period from the total # of informal complaints on hand to obtain the # of resolutions; divide # resolutions by the total number of informal complaints on hand

**Example: 40 (# of informal complaints on hand)
-10 (# of formal complaints during quarter)
30 (# resolved)**

$40/30 = 76\%$ resolution rate

FORMAL COMPLAINT RESOLUTION RATE FORMULA

Subtract the total number of final agency decisions (includes settlements & withdrawals) rendered the current quarter from the total number of formal complaints on hand; divide given number by the total number of formal complaints on hand

**Example: 50 (formal complaints on hand)
 - 10 (final agency decisions)
 40**

40/50 = 80% resolution rate